

## TO THE HONORABLE BOARD OF ALDERMEN, CITY OF NEWTON:

The undersigned hereby makes application for a permit to build or alter a structure and/or use a facility as described below in the proposed location in accordance with the provisions of Chapter 30 or any other sections of the City's current Ordinances.

### PLEASE REFERENCE SECTION(S) OF THE ORDINANCES FROM WHICH RELIEFS ARE REQUESTED:

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### PLEASE CHECK ALL REQUESTED APPROVALS THAT APPLY:

- ☐ Special Permit/Site Plan
- ☐ Site Plan Only
- ☐ Extension of Non-conforming Use(s) and/or Structure(s)

STREET \_\_\_\_\_ WARD \_\_\_\_\_

SECTION(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

APPROXIMATE SQUARE FOOTAGE (of property) \_\_\_\_\_ ZONE \_\_\_\_\_

TO BE USED FOR: \_\_\_\_\_

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CONSTRUCTION: \_\_\_\_\_

EXPLANATORY REMARKS: \_\_\_\_\_

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The undersigned agree to comply with the requirements of the Zoning Ordinance and rules of the Land Use Committee of the Board of Aldermen in connection with this application.

**PETITIONER (PRINT)** \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

**ATTORNEY** \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

DATE \_\_\_\_\_

PLANNING AND DEVELOPMENT  
DEPARTMENT ENDORSEMENT

CITY OF NEWTON  
INSTRUCTIONS FOR FILING PETITIONS FOR PERMITS UNDER THE ZONING LAW (CHAPTER 30)

1. The Inspectional Services Department determines whether a special permit is necessary.
2. If a special permit is necessary, the Petitioner meets with a member of the Planning & Development Department to discuss the petition and the requirements for his/her particular petition; an application and instructions for filing a special permit petition may be obtained from the Clerk of the Board.
3. Upon completion of the application and required plans, Petitioner returns to the Department of Planning & Development for approval and endorsement of application, after which it may be filed with the Clerk of the Board's office with a filing fee (please see below.)

**THE FOLLOWING MUST BE INCLUDED WHEN FILING**

1. Four (4) copies of the completed petition.
2. Site Plans: Fifteen (15) collated sets FOLDED. These plans must be accurately drawn at a scale of 1" = 40' or 1" = 20' and contain the stamp of a Registered Engineer or a Land Surveyor. Such site plan shall show on the petitioned lot or lots (where applicable) "...all existing and proposed buildings, structures, parking stalls, aisles, driveway openings, driveways, service areas and other open uses, all facilities for sewage, refuse and other waste disposal, water, electrical and telephone facilities, surface water drainage, topography and all landscape features such as fences, walls, planting areas, including quantity, type and size of plant materials, walks, lighting facilities and free-standing signs." Plans shall include Petitioner's name, date of plan, scale and name of person drawing the same. Plans must show boundary lines and lot areas of lots and adjacent to Petitioner's lot, as well as the location of any and all buildings."
3. Where applicable, architectural rendering showing building elevations, facade treatment, and typical floor plans illustrating unit types for residential use, or proposed interior layout for commercial or other uses.
4. Prints: Two (2) of each site plan 8 1/2" x 11" in size.  
They may be a reduced positive photocopy of the larger size plan. The scale shall be adjusted so that all of the Petitioner's lot and surrounding lots can be shown.
5. A copy of site plan as described above must be filed with the City Engineer, and when applicable, the Fire Department, at the time of presentation to the Clerk of the Board of the application and accompanying plans.
6. Two (2) electronic copies of plans should be submitted to the Planning Department at the time of filing. Documents should be submited on two separate CDs and be in PDF format.

**FEES (REFERENCE SEC.17-3 - MADE PAYABLE TO THE CITY OF NEWTON)**

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|-----|---|-------|
| (1) | Special Permits and/or Site Plan Approval; Extension of non-conforming use/structure: |       |
| a.  | Residential Districts .....   | \$350 |
|     | plus \$100 for each new residential unit proposed with max of \$2,500                 |       |
| b.  | Business, Mixed Use and Manufacturing Districts .....                                 | \$750 |
| c.  | Accessory Apartments.....   | \$250 |
| d.  | Signs (all districts) .....   | \$350 |
| (2) | Change of zone petitions.....   | \$350 |
| (3) | Offers for City-owned land (all Districts) .....                                      | \$250 |
| (4) | Application for Administrative Site Plan Review pursuant to Section 30-5(a)(2)(a)     | \$350 |
| (5) | Application for Review of Accessory Apartment Petition ("RAAP") pursuant to Sec.30-22 | \$100 |